

PURCHASING AGENT - 1320

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical and administrative work in the procurement of a variety of supplies, materials and equipment; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviewing purchase requisitions; preparing bid specifications; receiving bids; recommending award; maintaining inventory; preparing annual inventory; preparing reports, records and files.

Receives request from department heads, supervisors, and employees to purchase items;
Meets with users to determine proper specifications;
Prepares bid documents depicting specifications, procedures, and rules for bidding;
Meets with vendors to clarify bid documents; mails or faxes bid documents;
Coordinates questions between user department and vendors;
Receives bids at public opening, reads and records bids;
Determines if bids meet all bid specifications as written and State of North Carolina Statutes;
Prepares bid tabulation for using department;
Advises using department of any city policy or state statute that may affect decision;
Makes recommendation to using department;
Prepares presentation to present to Board of Aldermen detailing bid process; makes recommendation;
Prepares purchase requisition and purchase order from bids or request from department;
Faxes or mails purchase orders to vendor; receives and inspects items, compares to packing list;
Researches and develops new vendors; supervises warehouse operations;
Orders and receives items for warehouse stock;
Issues warehouse stock; performs month-end reconciliation of purchase orders;
Answers employee questions;
Prepares purchasing manual, and updates as needed; serves as fixed assets officer;
Institutes and enforces policy as it pertains to purchasing;
Prepares annual reports relating to inventory, fixed assets and outstanding purchase orders;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of business methods, markets and purchasing practices; thorough knowledge of the laws relating to public purchasing; ability to write clear and concise contracts and specifications; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the city; thorough knowledge of standard office procedures, practices and equipment; ability to plan and review the work of office staff in performing varied procurement functions; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with associates, vendors, and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in purchasing, business management or related field and extensive experience in the procurement of a variety of supplies, materials and equipment.